



## **The Land Trust for Tennessee**

Position: Conservation Project Manager

Supervisor: Director of Transactions

Location: Nashville, TN

## **About The Land Trust for Tennessee**

The Land Trust for Tennessee (“LTTN”) is a statewide, accredited non-profit land conservation organization with offices in Nashville and Chattanooga. Now in its 23rd year, LTTN has protected nearly 135,000 acres through over 435 conservation projects across Tennessee. LTTN seeks an energetic professional to join our collaborative staff and our highly-regarded board in this full-time position. The position is based in Nashville and offers an impactful, demanding work opportunity at one of the nation’s premiere conservation organizations.

## **The Opportunity**

The Conservation Project Manager works directly with the conservation team, including two other Conservation Project Managers, to implement a comprehensive program throughout Middle and West Tennessee to protect open space, farmland, forestland, and scenic vistas using the full range of protection tools, including conservation easements, direct acquisition, facilitation, and cooperative projects with government agencies, and other conservation partners. The position requires a resourceful, driven, personable individual that can clearly articulate the importance of land conservation in focal areas, see projects from their infancy to completion, and conduct education and outreach efforts in priority areas. This position is a key part of the Conservation and Stewardship team, working with oversight and management from the Director of Transactions.

## **Essential Functions**

### Project Management

- Cultivates, engages, and maintains relationships with private landowners to permanently conserve land;
- Completes conservation easement and other land transactions, managing multiple ongoing projects from start to finish;
- Regularly travels and conducts field work to meet with landowners, visit properties, and document property resources and characteristics;
- Communicates clearly with landowners, answering questions about LTTN and conservation easements;
- Creates thorough documentation reports to capture the current conditions of a given property, requiring on-site data and photo collection and strong writing and organized compilation of documents;
- Uses ArcGIS and other mapping tools to analyze property characteristics;
- Works closely with conservation team to implement the strategic conservation plan in priority areas;
- Works closely with stewardship staff to ensure conservation projects have long-term sustainability and enforceability, including completion of regular stewardship monitoring visits to protected properties.

### Outreach and Engagement

- Develops and implements effective education and outreach programs that engage landowners, community groups, and potential funders about the work of LTTN;
- Occasionally assists the President and Vice President with securing funding opportunities to support LTTN’s work, including operational and project funding;
- Occasionally assists the Director of Communications with spreading news of LTTN successes;

## Preferred Qualifications

- Bachelor's Degree or higher in Natural Resource Management, Ecology, Biology, Environmental Science or similar field plus at least 4 years' experience as a member of a professional team
- Knowledge relevant to forestry, agriculture, natural resource management, and sound land uses; ability to learn and understand land use guidelines and regulations
- Excellent interpersonal and communication skills, including strong negotiation and listening skills, ability to communicate and work with Board and staff, private landowners, developers, political appointees, government officials, partner organizations and potential funders
- Facility with maps and mapping, and ability to read and understand deeds, easements, and legal documents
- Strong spatial, reading, and writing skills
- Ability to coordinate and work on multiple projects simultaneously, and to maintain attention to detail while producing a steady volume of work in compliance with deadlines
- Ability to effectively operate computers and assigned software, including Microsoft Office Suite (Word and Excel) and mapping software (i.e. ArcGIS); general knowledge of CRM databases
- Ability to work independently and to engage in independent and group problem solving
- Ability to regularly perform field work and to work outside in all weather conditions
- Understanding of and commitment to the land conservation goals of LTTN
- Flexibility to work some nights and weekends as required for LTTN events or landowner schedules
- Ability to travel extensively including to remote areas; valid driver's license and vehicle required

## Personal Characteristics

- You enjoy working with all kinds of people.
- You like to both plan and execute projects.
- You multi-task and prioritize assignments well.
- You are a detail-oriented person who also sees the big picture. Please include the code word "perpetuity" in the subject of your application email.
- You work well with a team in a fast-paced environment.
- Desirable personal attributes include: strong work ethic, reliable, energetic, self-motivated, dedicated, team-oriented, charismatic, practical, innovative, adaptable.

## Benefits

- Full-time position, working 40 hours per week, with a hybrid work model possible following 90 days of employment. Flexible hours offered based on workload, weather, and events schedule.
- In the first two years of employment, we offer 20 PTO days on an accrual basis and 11.5 paid holidays per year.
- Medical and Dental insurance; premiums are covered at 85% for employee and 50% for spouse and family plans. We currently offer a PPO health plan as well as an HSA option. Other voluntary insurance includes vision, additional life, long-term and short-term disability, critical illness, and accident. A \$25,000 company-sponsored life insurance policy is provided for each full-time employee.
- We offer a 403b retirement plan with a match of up to 5% after two years of employment.
- We offer an extremely collaborative, encouraging, and mission-driven team, and provide resources for professional development and continuing education opportunities.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all responsibilities, skills, and abilities. Salary is commensurate with experience. LTTN is an equal opportunity employer.

**Please send resume, cover letter, and salary requirements by August 20<sup>th</sup> to:**

Emma Davidson, [edavidson@landtrusttn.org](mailto:edavidson@landtrusttn.org)

No phone calls please.